



# Policy Manual

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Adopted by the Library Board 01-17-01

## Public Library System

## Rules of Conduct

### Policy Statement:

It is the policy of the Scottsdale Public Library System to maintain a safe environment in all library facilities. Our goal is to provide a positive experience where all library users are ensured open access to library services and programs.

### Regulations:

1. Be considerate and respectful of all library users and staff and behave in a manner that does not disturb other persons. Unacceptable conduct includes, but is not limited to:
  - A. Loud, disruptive and other inappropriate behavior that would be annoying to a reasonable person using library services
  - B. Damaging or stealing library property (Anti-theft devices are used to protect the Library's collection)
  - C. Sleeping
  - D. Use of any tobacco product
  - E. Consumption of alcoholic beverages
  - F. Possession of firearms, weapons or illegal substances
2. Non-alcoholic beverages are permitted throughout the library. All cups must have lids.
3. ~~Small, single serving, individually wrapped food items such as snack bars, crackers, chips, or candy bars are permitted.~~ Small, individually portioned food items that will fit in a standard sandwich size bag or similarly sized container are permitted. Hot foods, food items such as commercially catered food, carry-out or delivered meals, and food that requires preparation in the library are not permitted. Excepted from this restriction are: some designated eating areas at specific library branches, Library-sponsored programs or events, and paid meeting room rentals. Any foods that may be considered by Library staff to present possible harm to Library materials or furnishings or that hinder the enjoyment of the library by others are not permitted. All food/snack items are prohibited around or while using Library computers.
4. Treat library property (materials, furnishings and equipment, etc.) with respect. Use furniture and equipment for the intended purpose.
5. Dress appropriately; shirt and shoes required. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
6. Supervise your children and assist them in observing appropriate conduct.
7. Silence your cell phone or other electronic device(s) and do not use in a manner that disturbs others.
8. Leave bicycles and gasoline-powered vehicles outside in designated areas. Carry or keep under a table or out of aisles all skateboards, roller blades and other personal transportation items. Do not bring any other types of wheeled conveyances transportation into the Library with the exception of assistive devices for the disabled, strollers, or wheelchairs being used for the actual transport of a person or child.

9. Individuals should limit the amount of personal property they bring into the Library. ~~Personal items (purses, backpacks, briefcases, bags) should not occupy space that exceeds the 30" L x 20" W x 18" H limit. Items are measured in totality and should be able to fit easily into a box measuring the above dimensions.~~ Personal items (purses, backpacks, briefcases, bags) in total should not occupy more than a reasonable amount of individual personal space, such as will fit safely under the table or chair that is occupied.
10. Personal items are not to be left unattended. Carry or keep items with you at all times. The Library is not responsible for items left unattended.
11. Comply with staff requests in regard to library policies and procedures.
12. The Free Speech areas are designated for expressive speech and conduct and not for transacting private commercial business or retail sales.
13. The only animals permitted in the library are service animals as defined by the U.S. Department of Justice and in accordance with Arizona Revised Statute 11-1024 or animals being used as part of library-sponsored programs.
14. Deadly weapons are not permitted in any library facility. Weapons must be secured in lockers that are provided for this purpose on the exterior premises of each facility.

**Noncompliance with the Rules of Conduct may result in expulsion from the Library and/or suspension of library privileges.**